

## DEPARTMENT OF BENEFIT PAYMENTS

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January 28, 1976

ALL-COUNTY LETTER NO. 76-19

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EMPLOYMENT DATA COLLECTION - STORAGE AND RETRIEVAL SYSTEM

REFERENCE: ALL-COUNTY LETTER NO. 75-57

All-County Letter No. 75-57 established an interim reporting system to collect, monitor and report data necessary for compliance with Title VII of the Civil Rights Act of 1964. Form GEN 773 has been utilized to report the required data.

The purpose of this letter is to advise you that a permanent data collection and retrieval system soon will be established to collect and report data on recruitment activities, applicant (for employment) flow, personnel transactions, and current employees. This system, developed under the direction of the Department of Benefit Payments in concert with Merit Systems, will replace Form GEN 773 now in use. It has been discussed with the County Welfare Directors Association Research Committee, the County Personnel Administrators Association and 15 individual counties. We are continuing these discussions, with the discussions contributing to the finalization of the proposal. Upon completion, Merit Systems will issue a circular letter which will detail the procedures for implementing the Employment Data Collection Storage and Retrieval System.

This system will also collect data on the ethnicity and second language skills of employees in public contact positions. Benefit Payments has defined public contact positions in accordance with the Dymally - Alatorre Bilingual Services Act (Cal. Gov. C. 7290 et seq.) as follows:

"Public contact positions" in county welfare departments include but are not limited to the following positions and activities, regardless of particular job classification or title: persons assigned to the front desk or registration counter to give directions or respond to direct public inquiries, telephone operators who answer the public telephone number, eligibility workers, social service workers, social service practitioners, welfare service aides, vocational counselors, and homemakers.

# OBSOLETE

GEN 654 (2/75)

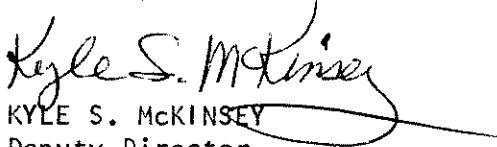
Superseded by ACL # 77-15

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Data collected from this system will be a valuable management tool to measure affirmative action progress, personnel management needs, and overall program effectiveness.

The courts have relied heavily on statistical data in determining litigation alleging discriminatory employment practices and, as you know, the burden of disproving such allegations rests with the employer. We believe that this system will provide the welfare departments with comprehensive statistical data needed to identify problem areas and permit management to take steps that might prevent allegations of this nature.

Sincerely,

  
KYLE S. MCKINSEY  
Deputy Director

cc: CWDA